

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	AMENDED Graduate or Student Assistant
<b>Position #:</b>	051-721-4872-980 051-721-4870-980
<b>Salary Range:</b>	\$1799 - \$2724 \$1458 - \$1941
<b>Issue Date:</b>	January 26, 2009
<b>Contact:</b>	Audrey Noda (213) 833-6022
<b>Location:</b>	Executive Office 777 South Figueroa St, Suite 4800 Los Angeles, CA 90017
<b>Final Filing</b>	Statewide

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

#### Scope of the Position:

With close direction provided by the Deputy State Controller, while functioning in a trainee capacity in the Office of the State Controller. The position will include policy research writing.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Perform research, discuss and write policy memoranda, reports and correspondence policy included but not limited to the policy areas of; research, discuss and prepare memoranda, reports and correspondence on other policy issues presented within the jurisdiction of the State Controller's Office;
- Develop recommendations resulting from research and data collection and/or direction from Deputy State Controller;
- Learn the intricacies issues related to the State Controller's office and from Boards and commissions the Controller serves on;
- Develop and maintain cooperative working relationship with staff;
- Provide administrative services to the Deputy State Controller by conducting services such as schedule meeting; perform overall office administrative support duties;
- Accompany Deputy State Controller to meetings and briefings;
- Assist with systematically organizing policy information;
- Prepare correspondence for signature;
- Develop and maintain a comprehensive records management system using personal computer; develop charts and graphs;
- Apply developed techniques in maintaining a tracking system for the purposes of following-up with information status; and
- Through the direction of the Deputy State Controller, make telephone inquiries to constituency groups or other public organizations.

#### Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Human Resources  
ATTN: Sally Lim  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814